USER'S MANUAL

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1.0 GENERAL INFORMATION

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The Crownpoint Health Care Time-Off Tool is designed to help employees request hours and days off from work, whether that be sick or personal leave. It is also a way for administration to have documentation of employee's attendance.

1.1 SYSTEM OVERVIEW

The created software uses a Google API to handle the interface of the application. This produces a structurally sound environment for obtaining the required information (name, department, requested date and time, and reason for request) and submitting it into the Google Calendar for later use and scheduling purposes.

1.2 ORGANIZATION

The user's manual consist of three sections: General Information, Getting Started, and Using the System.

General Information (stated above) introduces and explains the system and the purpose for which it is intended.

Getting Started demonstrates the installation process and briefly presents the system.

Using The System illustrates a detailed description of the functions the system provides and gives an example of a request submission.

2.0 GETTING STARTED

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2.1 INSTALLATION

The newest version currently available can be opened here:
https://docs.google.com/forms/d/e/1FAIpQLSen9aeXUfAbT6zPJUTGl960pGZwuy7R1T5lQdR8 1sQct9yiSw/viewform

After clicking this link, it will take you to the Time-Off Request Sheet in your default browser.

To save this link to your desktop for future use:

WINDOWS/LINUX

Using Internet Explorer
1. At the top of your page, you will find an address bar with the link from above displayed.
2. If you are using **Windows 7**, hover your mouse over the purple square in the left-hand side of this address bar. You will see that "Drag to taskbar to pin site" appears.
   a. Click and drag that purple square onto your desktop, folder, etc., of your choice.
      i. *Desktop is suggested for easy access*
3. If Step 2 was unsuccessful, or if you're using **Windows 10**, copy the link from above.
   a. Right click on an open space on your desktop
   b. Left click on "New" and select "Shortcut". You will then be prompted to enter in your desired destination.
   c. Paste your copied link from above.
4. To change the icon's image and/or name, right click on the icon, select "properties".
   a. Under "Web Document", select "Change Icon", or under "General", you may change the icon's name.
5. **To ensure proper set-up, close your browser and double click the icon you just placed on your computer.**
   a. The Time-Off Request form should then appear.

Using Firefox
1. At the top of your page, you will find an address bar with the link from above displayed.
2. If you are using either **Windows 7 or Windows 10**, hover your mouse over the lock in the left-hand side of this address bar. You will see that "Verified by: Google Inc." appears.
   a. Click and drag the lock onto your desktop, folder, etc., of your choice.
      i. *Desktop is suggested for easy access*
3. If Step 2 was unsuccessful, highlight and copy the link from above.
   a. Right click on an open space on your desktop
   b. Left click on "New" and select "Shortcut". You will then be prompted to enter in your desired destination.
   c. Paste your copied link from above.
4. To change the icon's image and/or name, right click on the icon, select "properties".
   a. Under "Web Document", select "Change Icon", or under "General", you may change the icon's name.
5. **To ensure proper set-up, close your browser and double click the icon you just placed on your computer.**

      a. The Time-Off Request form should then appear.

Using Google Chrome
1. At the top of your page, you will find an address bar with the link from above displayed.
2. If you are using either **Windows 7 or Windows 10**, hover your mouse over the button that contains a lock and the word "Secure" in the left-hand side of this address bar. You will see that "View site information" appears.
    a. Click and drag the lock onto your desktop, folder, etc., of your choice.
        i. Desktop is suggested for easy access
3. If Step 2 was unsuccessful, highlight and copy the link from above.
    a. Right click on an open space on your desktop
    b. Left click on "New" and select "Shortcut". You will then be prompted to enter in your desired destination.
    c. Paste your copied link from above.
4. To change the icon's image and/or name, right click on the icon, select "properties".
    a. Under "Web Document", select "Change Icon", or under "General", you may change the icon's name.
5. **To ensure proper set-up, close your browser and double click the icon you just placed on your computer.**
    a. The Time-Off Request form should then appear.

MAC

Using Firefox
1. At the top of your page, you will find an address bar with the link from above displayed.
2. Hover your mouse over the lock in the left-hand side of this address bar. You will see that "Verified by: Google Inc." appears.
    a. Click and drag the lock onto your desktop, folder, etc., of your choice.
        i. Desktop is suggested for easy access
3. To change the icon's name, right click on the icon, select "Rename".
4. **To ensure proper set-up, close your browser and double click the icon you just placed on your computer.**
    a. The Time-Off Request form should then appear.

Using Google Chrome
1. At the top of your page, you will find an address bar with the link from above displayed.
2. Hover your mouse over the button that contains a lock in the left-hand side of this address bar. You will see that "View site information" appears.
    a. Click and drag the lock onto your desktop, folder, etc., of your choice.
        i. Desktop is suggested for easy access
3. To change the icon's name, right click on the icon, select "Rename".
4. **To ensure proper set-up, close your browser and double click the icon you just placed on your computer.**
    a. The Time-Off Request form should then appear.

Using Safari
1. At the top of your page, you will find an address bar with the link from above displayed.
2. Hover your mouse over the button that contains a lock in the left-hand side of this address bar. You will see that "Show certificate" appears.

      a. Click and drag the lock onto your desktop, folder, etc., of your choice.
          i. Desktop is suggested for easy access
3. To change the icon's name, right click on the icon, select "Rename".
4. To ensure proper set-up, close your browser and double click the icon you just placed on your computer.
      a. The Time-Off Request form should then appear.

[Remainder of this page intentionally left blank.]

3.0 USING THE SYSTEM

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3.1 Entering Your Information

You will enter your information in the spaces provided below the prompts (i.e. Name). Some will specify whether they are required, while others are fine to leave blank. Below is a sample of a submission.

* Required

Name*
Jane Doe
- Enter your name as it appears on your Crownpoint ID.

Month, Day, Year*
05/07/2018
- The day your leave begins

Month, Day, Year*
05/11/18
- The day your leave ends

AM/PM/All Day
All Day
- Not required; will automatically select "All Day" if none selected

Type of Leave*
Personal Leave
- Select one of the following choices that best suit your situation.

Reason for Leave
Vacation
- Not required; can be added if further explanation is needed.

After all is entered, select the blue button labeled "Submit".

If you are of the first four submissions, your leave will automatically be granted unless stated otherwise. If you are following the first four, a notification will be sent to you stating to contact a managerial employee for approval.